



Federal Program Officer Training Manual

Noncompetitive Application Processing

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Document Conventions

Overview Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role within Grants Online.

Using this Guide Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

Text Conventions	Text; Example	What it means.
	Text in Bold; Click Done	Indicates a command.
	Text in Italics; <i>RFA Details</i> screen appears.	Indicates a screen.

Notes and Warnings Notes and Warnings are used to indicate information or advisories when using Grants Online.



Note: A note is used to inform you about additional information during the procedure or process.



Warning! Business process may not work as desired or a procedure may produce an undesirable effect.

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Grants Online Overview

Overview The National Oceanic and Atmospheric Administration (NOAA) offers a variety of competitive and non-competitive grants or awards to various communities including States, Universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program policies to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive award, and for qualified designated applicants of non-competitive awards.

As part of its strategy to move scientifically and operationally into the 21st century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grant evaluation, award, management and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the agency to increase efficiencies related to mission goals.

Grants Online is developed to answer several issues that occur during the award processing including:

- Reducing or eliminating paper forms for application.
- Providing an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reducing the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Reviewers.
- Serving the NOAA community in its efforts to meet its mission goals more effectively.

Grants Online Software Description

About Grants Online Grants Online operates in a web environment. As such, you will be required to use an internet browser to log in and use Grants Online. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have internet access. Logins and passwords are required and will be relayed to you once you are established within the system.



Note: You must have an Internet connection in order to access Grants Online.

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Getting Started

Overview When you are using any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users to navigate and use the system appropriately. In Grants Online, all actions within the system can be made through mouse and keyboard. In this module, you will be shown the basics of Grants Online, including the look and feel of the system, navigation, and user customizations.

Grants Online is accessible through your web browser, specifically Internet Explorer.

Accessing Grants Online

1. Click on the Internet Explorer Icon on your desktop
 - Internet Explorer browser opens
2. Enter the following URL information in your address bar of your browser:
<http://www.grantsonline.noaa.gov> then press **ENTER**
 - *Grants Online Login* page appears

Logging in to Grants Online

1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
 - Phone: 301-713-1000
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**
3. Enter your assigned **Password**
4. Click **Enter**



NOAA Grants Online

ABOUT GRANTS ONLINE | OPPORTUNITIES | PROGRAMS | SEARCH | SITE MAP | HELP

Welcome to Grants Online

General Public
Use our Public Search feature to see information pertaining to awarded NOAA grants.

Grant Applicants
To Find and Apply for a NOAA grant, go to the grants.gov website.

Current Grant Recipient

- View information about your current NOAA grants
- Submit post-award action requests, progress reports, and financial reports
- Correspond with your NOAA Program Officer and Grant Specialist

Reviewers

- Access current applications assigned to you
- Submit your review comments and scores

NOAA Staff

- Generate funding notices
- Review grant applications
- Select applications for award
- Process selected applications
- Award and manage grants
- Correspond with Grant Recipients

NOAA Grants Online is the premier Federal solution for full life-cycle grants management processing.

Username

Password

Password Lookup Enter

NOAA
Publication of the National Oceanic & Atmospheric Administration
(NOAA), U.S. Department of Commerce.
Last updated: 2005/03/09 17:53 v1.4
<http://www.noaa.gov>

Accessibility Privacy Policy



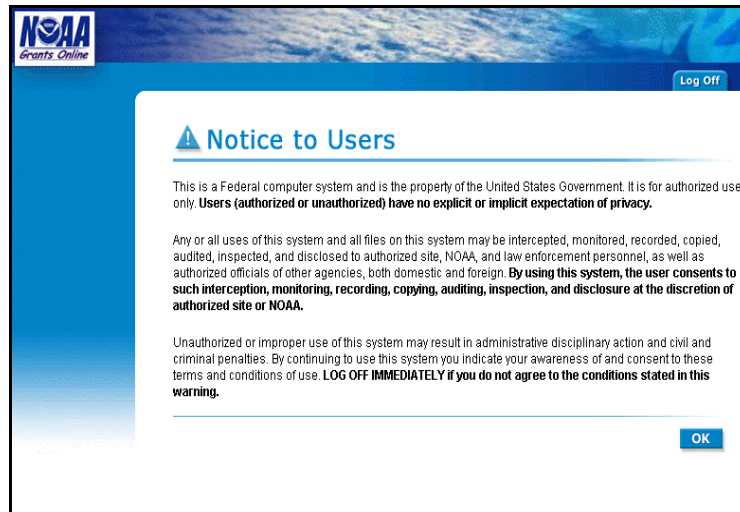
Warning!

If you entered your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account

If nothing happens when you click enter, it means the server is down and will need to be restarted.

Logging in to Grants Online

5. The Notice to Users screen appears
6. Review disclaimer information and click **OK**



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Processing an Application

Overview In this manual, you will learn how to input a paper application into the Grants Online system, as well as how to process that application.

Manual Objectives The Noncompetitive Application Processing manual will review the following objectives:

- Input a Paper Application
- Perform the Minimum Requirements Check
- Conduct Negotiations
- Complete the PO Checklist, NEPA Document and Procurement Request and Commitment of Funds (Grants File)
- Forward Grants File to GMD

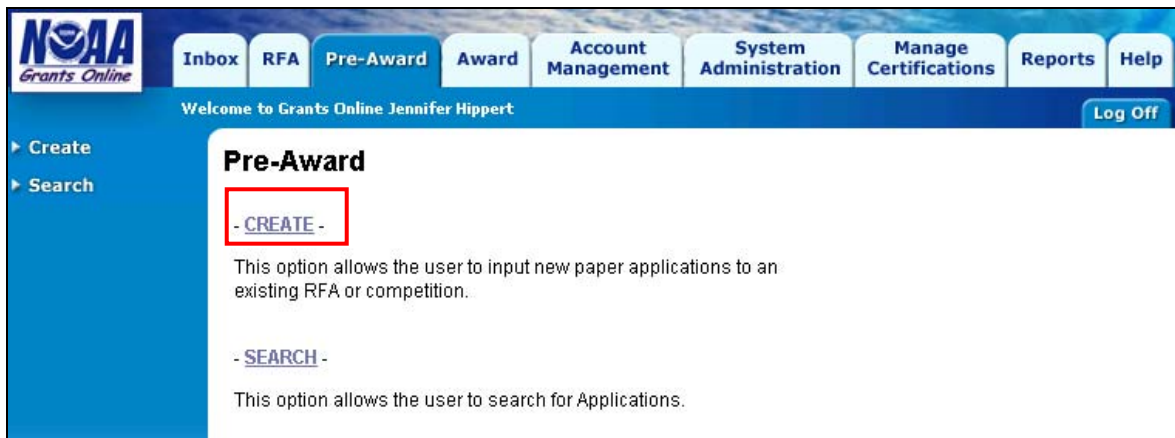
Inputting a Paper Application

If an applicant sends in a paper application to NOAA as opposed to submitting through Grants.gov, the FPO will need to input that application into the Grants Online system. The steps provided during this section will demonstrate how you can accomplish this action. During this time you should also be working on scanning this application into electronic PDF files that you will later upload to the system.

**** If the applicant submitted their proposal through Grants.gov, go directly to page 19 of this manual.****

How to Input a Paper Application

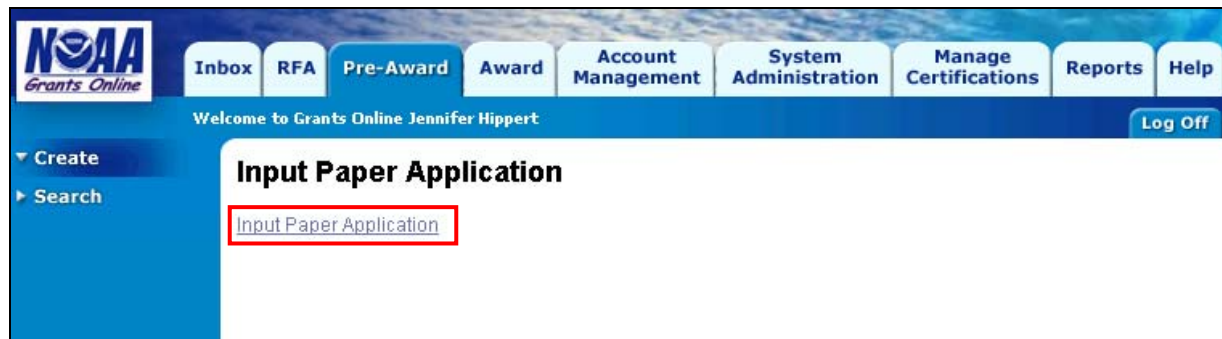
1. Click on the Pre-Award Tab
2. Click on the **Create** hyperlink to input a new paper application



Note: If you click on the **Search** option you can search an existing application within the Grants Online System. This application could have been submitted either through Grants.gov or through this manual process.

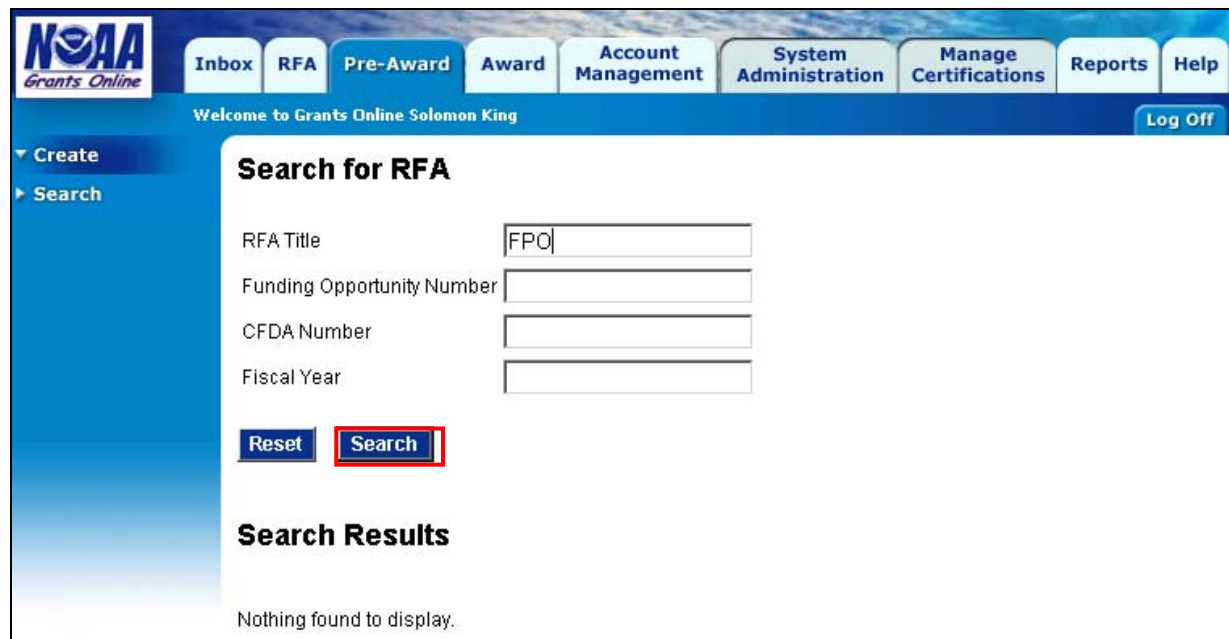
How to Input a Paper Application

3. Click on the **Input Paper Application** hyperlink



The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs: Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the navigation bar, a welcome message reads "Welcome to Grants Online Jennifer Hippert" with a "Log Off" button. On the left, a sidebar contains "Create" and "Search" options. The main content area is titled "Input Paper Application" and features a red-bordered button labeled "Input Paper Application".

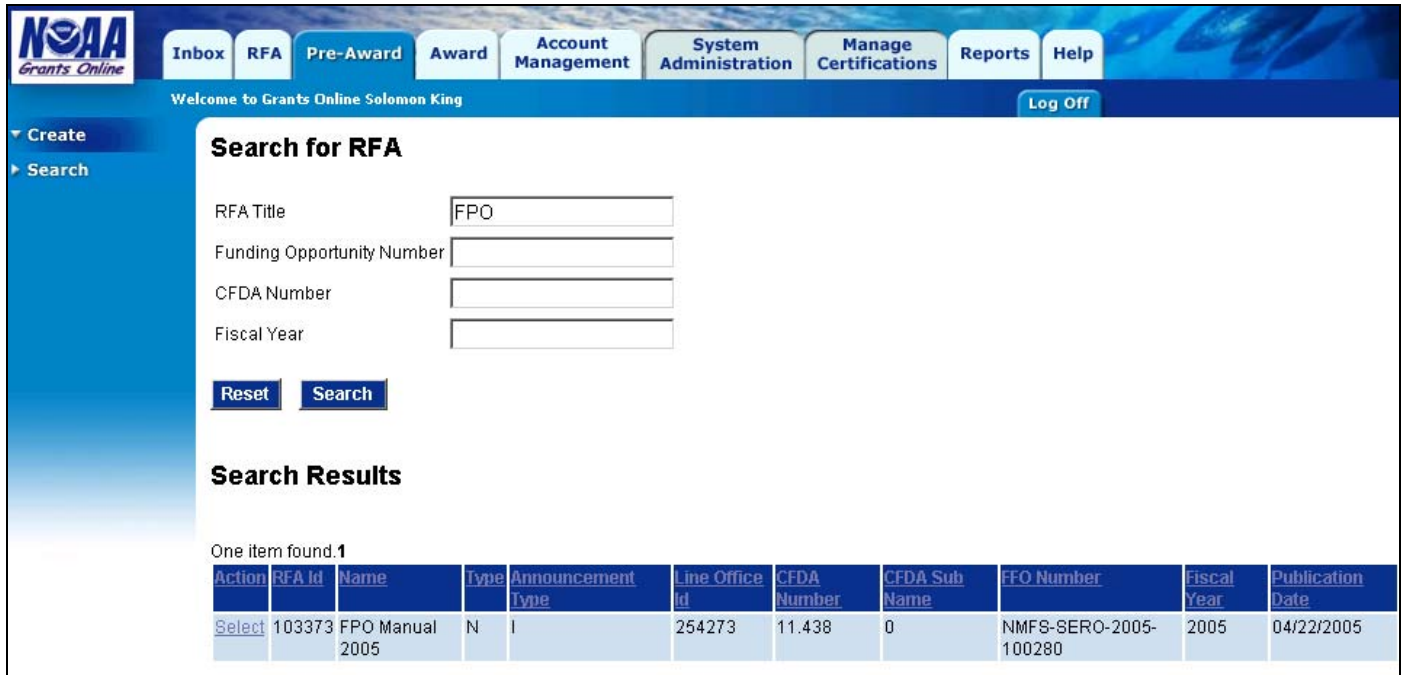
4. The *Search for RFA* screen displays. The system wants you to identify the RFA that this application belongs with
5. Type query information into at least one of the searchable fields
6. Click the **Search** button



The screenshot shows the NOAA Grants Online interface for the "Search for RFA" screen. The navigation bar and welcome message are the same as in the previous screenshot. The sidebar shows "Create" and "Search" options. The main content area is titled "Search for RFA" and contains four input fields: "RFA Title" (with "FPO" entered), "Funding Opportunity Number", "CFDA Number", and "Fiscal Year". Below these fields are "Reset" and "Search" buttons, with the "Search" button highlighted with a red border. Below the search fields, the section "Search Results" displays the message "Nothing found to display."

How to Input a Paper Application

7. Your search results will display.
8. Click the **Select** hyperlink next to the RFA you wish to add the application to



The screenshot shows the NOAA Grants Online web application. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A 'Log Off' button is also present. The left sidebar has 'Create' and 'Search' options. The main content area is titled 'Search for RFA' and contains four input fields: 'RFA Title' (with 'FPO' entered), 'Funding Opportunity Number', 'CFDA Number', and 'Fiscal Year'. Below these fields are 'Reset' and 'Search' buttons. The 'Search Results' section indicates 'One item found.1' and displays a table with the following data:

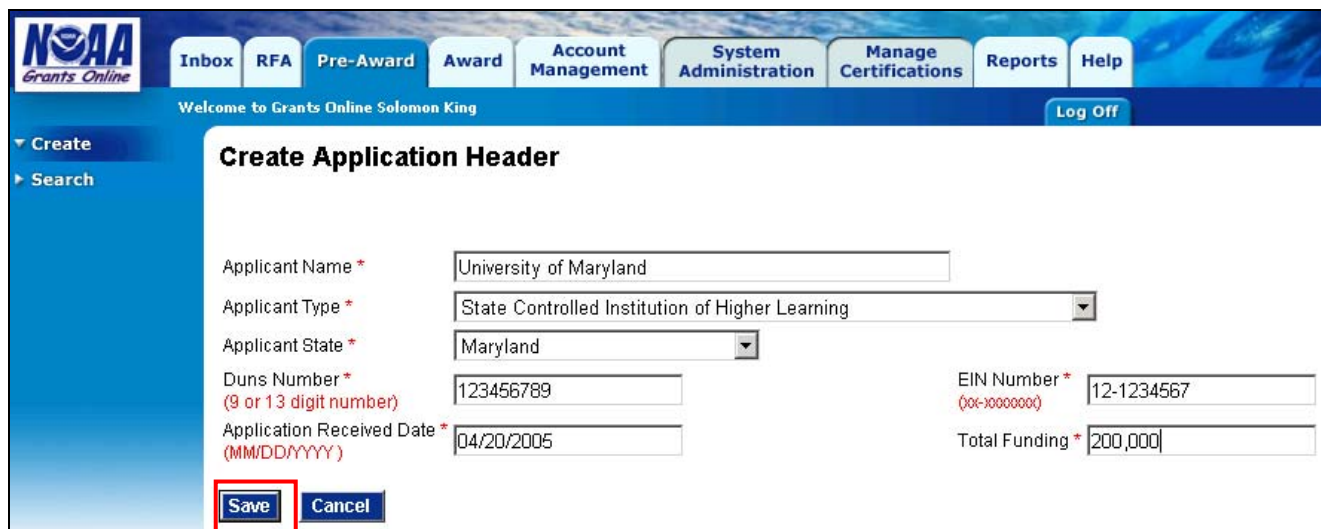
Action	RFA Id	Name	Type	Announcement Type	Line Office Id	CFDA Number	CFDA Sub Name	FFO Number	Fiscal Year	Publication Date
Select	103373	FPO Manual 2005	N	I	254273	11.438	0	NMFS-SERO-2005-100280	2005	04/22/2005



Note: If your search yielded no responses, that means your RFA is not listed as published. You can only input a paper application to a published RFA

How to Input a Paper Application

9. The Create Application Header screen appears. Use the information on the SF424 to populate the following mandatory fields:
 - a. Applicant Name – “Applicant Information”, (box 5 on the SF424)
 - b. Applicant Type – Box 7 on the SF424
 - c. Applicant State – “Applicant Information”, (box 5 on the SF424)
 - d. DUNS Number – “Applicant Information”, (box 5 on the SF424)
 - e. EIN Number – Box 6 on the SF424
 - f. Application Received Date
 - g. Total Funding – Box 15g on the SF424
10. Click the **Save** button




Note: Once you click Save, the basis for an application is created. You can continue to enter the information (see steps 11-XX on the following pages), or you can complete it at a later time. If you choose to complete it another time, follow the following steps: Go to the RFA tab, search and select the RFA, scroll down the page and click on the **Application** hyperlink under *Associated Documents*, and then click on the **Go to Application Details Page** hyperlink to continue working on the application.

How to Input a Paper Application

11. The *Create Application* screen appears (the picture below is only the top half of the screen). Enter the mandatory fields, as well as any other information that you would like to include (remember that you will be uploading the scanned copies of this application to the system)
- Proposal Number (this is an optional field, and is an area that allows for the FPO to assign a proposal number to the application)
 - Project Start Date (required) – Box 13 on SF424
 - Project End Date (required) – Box 13 on SF424
 - Total Funding (pre-populates from previous screen)
 - Legal Name (pre-populates from previous screen)
 - DUNS Number (pre-populates from previous screen)
 - EIN Number (pre-populates from previous screen)

Create Application


Use format MM/DD/YYYY for date fields.

Proposal Number:

Application Submission Type and Date Information

Submission Type : ☒ Application ☐ Pre-Application
 Application Type : ☐ Construction ☒ Non-Construction

Project Start Date *
 Project End Date *
 Total Funding *

Submitted Date *
 State Received Date :
 Federal Agency Received Date :

Applicant Identifier :
 State Application Identifier :
 Federal Identifier :

Applicant Information

Legal Name *

Department Name :

Division Name :

Duns Number *
 EIN Number *

(9 or 13 digit number) (xx-xxxxxxx)

Street :

City :
 County :

State *
 Country :
 Zip :

How to Input a Paper Application

Continue entering information on the bottom half of the *Create Application* screen (Please note: the picture below represents the bottom portion of the Grants Online screen – you may have to scroll down to see it)

12. Descriptive Title of Applicant's Project (required) – Box 11 on SF424

13. Authorized Representative – Box 18a on SF424

(continued on next page)

Name and Telephone number of person to be contacted on application matters

Prefix : First Name : Middle Name :
Suffix : Last Name : Email :
Fax Number : Phone Number :

Other Application Information

Applicant Type *
Descriptive Title of Applicant's Project *
Project Areas :
CFDA Number *
Name of Federal Agency :
Applicant Congressional District : Project Congressional District :
Grant Type : ☐ Grant ☐ Cooperative Agreement
Is the Applicant Delinquent on any Federal Debt ? ☐ Yes ☐ No
Is Application Subject to Review by State Executive Order 12372 Process ? ☐ Yes ☐ No ☐ Program has not been selected by state for review
Date :
Authorized Representative
Prefix : First Name : Middle Name :
Suffix : Last Name : Title :
Phone Number :
Application Funding Details :*
No Funding Available
[Add New](#)

How to Input a Paper Application

14. Click on **Add New** link (Please note: the picture below represents the bottom portion of the *Create Application* screen – you will have to scroll down to see it)

Authorized Representative

Prefix : First Name : Middle Name :
 Suffix : Last Name : Title :
 Phone Number :

Application Funding Details :*
 No Funding Available
[Add New](#)

Complete Application Checklist **Attach Files** **Save as Draft** **Save and Return to Main** **Cancel**

15. Enter the information requested in the fields below (as seen on the SF424)
- Fiscal Year
 - Funding Start Date
 - Funding End Date
 - Federal Funding – Box 15a on SF424
 - Applicant, State, Local, Other, Program fields – Boxes 15b-f on SF424
16. Click **Save** to capture changes and move forward
17. Clicking **Close** will take you out of the screen and allow you to start over

If this is a multi year award, you will want to enter the start and end date for the first year of the award, as well as the funding amount for that first year. Repeat process for additional years.

Add Application Funding Details

0

Application Total Funding 200,000.00

Fiscal Year *
 (use format YYYY)

Funding Start Date * Funding End Date *
 (use format MM/DD/YYYY)

Federal Funding * Program Income

Applicant Funding

State Funding

Local Funding

Other Funding

Total Funding :

Save **Close**

Total Funding amount will automatically calculate as you complete the fields listed in steps 16d - 16e

How to Input a Paper Application

18. Note that one year of funding has been identified under Application Funding Details. If this had been a one-year award, the entire funding amount would have been entered during steps 15-17 on the previous page. However, since this is a multi year award, I'm going to click **Add New** and provide the information for my second and last year of funding.

(Please note: the picture below represents the bottom portion of the *Create Application* screen which you will have to scroll down to see it)

Authorized Representative

Prefix : First Name : Middle Name :
 Suffix : Last Name : Title :
 Phone Number :

Application Funding Details :*

Fiscal Year	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action
2005	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	Edit Delete

[Add New](#)

19. Enter in the data for the second year of funding (follow steps 15-17 as a reference)
20. Click **Save** to capture data and move forward
 - a. Click **Close** if you wish to exit the screen

Add Application Funding Details

0

Application Total Funding 200,000.00

Fiscal Year *
 (use format YYYY)

Funding Start Date * Funding End Date *
 (use format MM/DD/YYYY)

Federal Funding * Program Income

Applicant Funding

State Funding

Local Funding

Other Funding

Total Funding :

How to Input a Paper Application

21. Note that the Total Funding equals the sum of the *Application Funding Details* amounts for FY05 and FY06
22. Click **Save as Draft** to capture the information entered. (See next page for explanation of other buttons)

Create Application

0
Use format MM/DD/YYYY for date fields.
Proposal Number: FPO - 1

Application Submission Type and Date Information
 Submission Type: ☒ Application ☐ Pre-Application
 Application Type: ☐ Construction ☒ Non-Construction
 Project Start Date: 08/01/2005 Project End Date: 07/31/2006 Total Funding: 200,000.00
 Submitted Date: 04/20/2005 State Received Date: Federal Agency Received Date:
 Applicant Identifier: State Application Identifier: Federal Identifier:

Applicant Information
 Legal Name: University of Maryland
 Department Name:
 Division Name:
 Duns Number (9 or 13 digit number): 123456789 EIN Number (xx-xxxxxxx): 12-1234567
 Street: 123 Main Street
 City: College Park County:
 State: Maryland Country: USA Zip: 12345

Name and Telephone number of person to be contacted on application matters
 Prefix: Ms. First Name: Jane Middle Name: L.
 Suffix: None Last Name: Smith Email: jane.smith@umd.edu
 Fax Number: Phone Number: 301-555-5555

Other Application Information
 Applicant Type: State Controlled Institution of Higher Learning
 Descriptive Title of Applicant's Project: Maryland Area Monitoring and Assessment Program
 Project Areas:
 CFDA Number: 11.405 - ANADROMOUS FISH CONSERVATION ACT PROGRAM
 Name of Federal Agency: NOAA
 Applicant Congressional District: Project Congressional District:
 Grant Type: ☐ Grant ☐ Cooperative Agreement
 Is the Applicant Delinquent on any Federal Debt? ☐ Yes ☒ No
 Is Application Subject to Review by State Executive Order 12372 Process? ☐ Yes Date: ☒ No
☐ Program has not been selected by state for review

Authorized Representative
 Prefix: Dr. First Name: Pat Middle Name: J.
 Suffix: None Last Name: Brown Title:
 Phone Number: 301-555-5555

Application Funding Details:

Fiscal Year	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action
2005	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	Edit Delete
2006	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	Edit Delete

[Add New](#)

Complete Application Checklist Attach Files **Save as Draft** Save and Return to Main Cancel

How to Input a Paper Application

(Please note: the picture below represents the bottom portion of the *Create Application* screen – you will have to scroll down to see it)

Application Funding Details :*

Fiscal Year	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action
2005	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	Edit Delete
2006	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	Edit Delete

[Add New](#)

[Complete Application Checklist](#)
[Attach Files](#)
[Save as Draft](#)
[Save and Return to Main](#)
[Cancel](#)

Complete Application Checklist

(Picture of checklist shown on next page)

- This is an optional action that displays a tracking sheet that helps you maintain the attachments you have received from the recipient.

Attach Files

(Picture of Attach File screen shown on next page)

- Clicking this option will allow you to upload documents that are associated with this application. This is where you upload the scanned documents you received from the applicant.
 - If you forget to attach the documents at this point you will be able to do so during the conduct negotiations stage

Save as Draft

- This button will capture all the information on the page and leave you on this page. If you get a message in **RED** at the top of the screen it means there is an error. Correct the error and then click Save as Draft again.



Note: If you receive a message in red after clicking **Save** it means the system did NOT capture what was entered – that mandatory information was not provided, or was not in the correct format.

Save and Return to Main

- This will capture the changes you've made and will initiate workflow. Once you click this button a task to conduct minimum requirements will go to the person identified in routing (on the RFA)

Cancel

- This button will ignore any recent changes you made to the screen and will take you back one page.

How to Input a Paper Application

Screen shot of the page you see when you click the **Complete Application Checklist** button:

Paper Application Checklist

	Received	Not Received	Not Required
SF424A:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SF424B:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SF424C:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
SF424D:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
SFLL:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
CD511:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CD346:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
COP Summary Proposal Budget:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Marfin Proposal Budget:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Project Budget NOAA Form 88-205:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Save **Cancel**

This checklist is used as a tool for you to track the documents that were included with the paper application. If you are missing a document that you required you should contact the applicant and have them send the document to you. You can continue to process the application and upload any edits, revisions, etc. during the Conduct Negotiations (p. 24) phase of processing.

Click **Save** to capture the changes you made to the checklist or click **Cancel** to go back to the *Create Application* page.

Screen shot of the page you see when you click the **Attach Files** button:

Current Attachments

Attachment Name	Attachment Type	Short Description	Action
Form SF424-V1.0.pdf	application/pdf	SF424 4/20/05	Remove
BudgetNarrativeAttachments-Attachments-CMAP 2nd revision to addit \$.doc	application/msword	Budget Narrative 4/20/05	Remove

Attach New Files

Click Browse to select the file, or type the path to the file in the box below.

Browse...

Please enter a short description.

Save Attachment

<< Done

Please upload any scanned attachments relating to this proposal package here. Click **Browse...** to search and select the document you wish to upload, enter a short description and then click **Save Attachment** to save the document to Grants Online. Once you are done uploading attachments, click the **<<Done** link. All of your uploaded documents will display under the *Current Attachments* heading.

How to Input a Paper Application

23. Once you are confident that you have entered all the information, and uploaded the relevant attachments, click **Save and Return to Main**. This will initiate workflow and will send a task to “Review Minimum Requirements Checklist” to the individual selected in Routing (RFA Details).

Create Application

0

Use format MM/DD/YYYY for date fields.

Proposal Number:

Application Submission Type and Date Information

Submission Type: ☒ Application ☐ Pre-Application Application Type: ☐ Construction ☒ Non-Construction

Project Start Date * Project End Date * Total Funding *

Submitted Date * State Received Date: Federal Agency Received Date:

Applicant Identifier: State Application Identifier: Federal Identifier:

Applicant Information

Legal Name *

Department Name:

Division Name:

Duns Number * EIN Number * (9 or 13 digit number) (xx-xxxxxxx)

Street:

City: County:

State * Country: Zip:

Name and Telephone number of person to be contacted on application matters

Prefix: First Name: Middle Name: Suffix: Last Name: Email:

Fax Number: Phone Number:

Other Application Information

Applicant Type *

Descriptive Title of Applicant's Project *

Project Areas:

CFDA Number *

Name of Federal Agency:

Applicant Congressional District: Project Congressional District:

Grant Type: ☐ Grant ☐ Cooperative Agreement

Is the Applicant Delinquent on any Federal Debt? ☐ Yes ☐ No

Is Application Subject to Review by State Executive Order 12372 Process? ☐ Yes Date: ☐ No ☐ Program has not been selected by state for review

Authorized Representative

Prefix: First Name: Middle Name: Suffix: Last Name: Title:

Phone Number:

Application Funding Details *

Fiscal Year	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action
2005	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	Edit Delete
2006	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	Edit Delete

[Add New](#)

[Complete Application Checklist](#)
[Attach Files](#)
[Save as Draft](#)
[Save and Return to Main](#)
[Cancel](#)

Performing Minimum Requirements

Once an application has either been submitted electronically through Grants.gov, or input manually through the process listed on the previous pages, the FPO will have to perform a Minimum Requirements Check. The items on the checklist represent specific criteria identified by the program officer who created the RFA. It is YOUR choice as the FPO to decide whether to Approve or Reject the application. We examine the steps taken to either Approve or Reject below.

Minimum Requirements Checklist

1. Navigate to your Inbox Tasks screen
2. To act on the task click the **View** link next to the task name Review Min. Req. Checklist

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Charles Peterson Log Off

Inbox Tasks

Document Type: All Status: Open Apply Filter >>

304 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date
View	49302	Review Min. Req. Checklist	Not Started	Application	103737	
View	42142	Procurement Request and Commitment of Funds	In Progress	Procurement Request and Commitment of Funds	103714	04/22/2005
View	42141	Complete PO Checklist	In Progress	PO Checklist	103715	04/22/2005
View	42140	NEPA Document	Not Started	NEPA	103716	
View	40177	NEPA Document	Not Started	NEPA	103666	
View	39896	Procurement Request and Commitment of Funds	In Progress	Procurement Request and Commitment of Funds	103652	04/20/2005
View	39894	NEPA Document	Not Started	NEPA	103654	
View	38750	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	103595	
View	38723	Certify/Revise Award File	Not Started	Award File	103569	
View	38712	Procurement Request and Commitment of Funds	In Progress	Procurement Request and Commitment of Funds	103570	04/19/2005

Minimum Requirements Checklist

- Task screen appears – The format for all tasks is the same. The page layout is described below

Application

Id: 103737
Creator: Solomon King
Status: Application Review Min. Req. Checklist Not Started
Last Edited User: SYSTEM ACCOUNT

Create Date: 04/26/2005
Status Date: 04/26/2005

Action: **Submit**

Comment:

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

RFA Header Information

Document ID:	103737	CFDA Number:	11.438
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NMFS-SERO-2005-100280	Assigned Program Officer:	SOUTH EAST REGIONAL
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Solomon King
RFA Name:	FPO Manual 2005	Noncompetitive RFA Type:	Congressionally Directed
Fiscal Year:	2005		

Application Header Information

Application ID:	103737	Award Number	
Applicant Name:	University of Maryland	Application Receipt Date:	04/20/2005
Project Title:	Maryland Area Monitoring and Assessment Program	Applicant Type:	State Controlled Instit
Program Officer	Charles Marcus Peterson	DUNS Number:	123456789
Federal Funding Requested:	\$100,000.00	Application Submission Type:	Application

Sub Documents

One item found.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Minimum Requirements Checklist	103737						

Associated Documents

One item found.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
RFA	103737	FPO Manual 2005	Solomon King	04/14/2005	SYSTEM ACCOUNT	Notify/Recipients In Progress	04/22/2005	Solomon King

Additional Documents

Nothing found to display.

Associated Attachments

2 items found, displaying all items.1

Name	Short Description
Form SF424-V1.0.pdf	SF424 4/20/05
BudgetNarrativeAttachments-Attachments-CMAP 2nd revision to addit \$.doc	Budget Narrative 4/20/05

Annotations:

- Action dropdown is where you go to select the action you will take on the task
- Submit to act on the action identified in the action dropdown
- Location to type comments related to this task
- Click Spell Check to check the spelling in the Comment section
- Click this link to view the previous workflow history and comments relative to this document (You can determine the document by looking in the upper left hand corner. In this case, we are looking at the Application.)
- Links to other documents related to this document, (in this case, an Application)
- Links to documents associated with this document (in this case, an Application)

Minimum Requirements Checklist

3. Click on the arrow by the action dropdown and select an action
4. Click **Submit** to work on that action
 - a. Approve – this action approves the Minimum Requirements Checklist (means the applicant meets the most basic of requirements – eligibility, complete application, etc).



Warning! Once you select **Approve** and click **Submit**, you will initiate workflow – a task will be sent to the individual identified in the RFA routing to conduct negotiations

- b. Reassign – This allows for you to reassign this task to another program officer. Whoever conducts the Minimum Requirements checklist will be the program officer of record, and will be the individual who will also conduct negotiations, as well as work on the PO Checklist, NEPA document, and Procurement Request and Commitment of Funds.
- c. Reject – This action will reject the application. Once you select Reject and click **Submit** you **will not** be able to reverse the rejection
- d. Review – This action allows you to view the minimum requirements and enter information into the document
- e. View Application Details – This action allows you to view the details relating to this submitted application
- f. Withdraw – This action will be performed when the user informs you that they no longer wish to be considered for this opportunity

Application

Id: 103737
 Creator: Solomon King
 Status: Application Review Min. Req. Checklist Not Started
 Last Edited User: SYSTEM ACCOUNT

Create Date: 04/26/2005
 Status Date: 04/28/2005

Action: Please select an action **Submit**

Comment:

Review

View Application Details

Withdraw

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

RFA Header Information

Document ID:	103373	CFDA Number:	11.438
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NMFS-SERO-2005-100280	Assigned Program Office:	SOUTH EAST REGIONAL OFFICE - NM

Minimum Requirements Checklist

5. Check if the applicant met the requirement – and feel free to enter comments.



Note: You as the Program Officer have the power to say the applicant met the Minimum Requirements – the system will not check for you. You are the deciding factor as to whether this application goes on for further review.

6. Click **Save** to capture the information and stay on this page, click **Save and Return to Main** to continue working on your task

Application Header Information		
Application ID:	103737	Award Number
Applicant Name:	University of Maryland	Application Receipt Date:
Project Title:	Maryland Area Monitoring and Assessment Program	Applicant Type:
Program Officer	Charles Marcus Peterson	DUNS Number:
Federal Funding Requested:	\$100,000.00	Application Submission Type:

Minimum Requirements Checklist		
Minimum Requirement	Met Requirement ?	Comment
Received on Time	<input checked="" type="checkbox"/>	<div>Enter comments here, if you like</div> <div>Spell Check</div>
Correct Federal Funding	<input checked="" type="checkbox"/>	<div></div> <div>Spell Check</div>
Correct Match	<input checked="" type="checkbox"/>	<div></div> <div>Spell Check</div>
Complete Application	<input checked="" type="checkbox"/>	<div></div> <div>Spell Check</div>
The applicant is eligible for this award.	<input checked="" type="checkbox"/>	<div></div> <div>Spell Check</div>

Overall Comments:

Spell Check

Save

Save and Return to Main

Cancel

Minimum Requirements Checklist

7. Select Approve from the Action dropdown
 - a. Enter and Save any comments if you'd like
8. Click **Submit**



Warning! Once you select Approve and click Submit, you will initiate workflow – a task will be sent to your inbox to conduct negotiations

Application
Id: 103737
Creator: Solomon King
Status: Application Review Min. Req. Checklist In Progress
Last Edited User: Charles Peterson
Create Date: 04/26/2005
Status Date: 05/05/2005

Action:

Comment:

0 / 4000

[view previous workflow history and comments >>](#)

Conduct Negotiations

The Conduct Negotiations phase is a critical phase of processing during Grants Online. This step allows for a user to do the following:

- Assign a new award number or associate an award number
- Identify the agreed upon start and end date for the award
- Identify the final negotiated funding amount for the award
- Associate an organization to the award
- Associate an Authorized Official to the award
- Break out any funding years (if needed)
- Attach any files to the application (updated documents, reviewer responses, etc.)

Conducting Negotiations

1. **View** the Conduct Negotiations task in your task inbox

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A welcome message for Charles Peterson is displayed. The left sidebar contains links for Advisories, Notifications, Archive, Tasks (selected), Send Message, and Manage Workflow Tasks. The main content area is titled 'Inbox Tasks' and features filters for Document Type (All) and Status (Open), with an 'Apply Filter >>' button. Below the filters, it states '305 items found, displaying 1 to 10.' and provides pagination links. A table lists the tasks, with the first row, 'Conduct Negotiations', highlighted. The 'View' link for this task is enclosed in a red rectangular box.

View	Task ID	Task Name	Task Status	Document Type	Document ID	Start Date
View	58416	Conduct Negotiations	Not Started	Application	103737	
View	50105	Review Award Action Request	Not Started	Award Action Request	101594	
View	49746	Notify Recipients	In Progress	RFA	103750	04/28/2005

Conducting Negotiations

2. Select an action from the dropdown (for the purpose of the manual, we are selecting Conduct Negotiations)
 - a. Conduct Negotiations – This action will open the application (page that looks similar to SF424) and allow you to make changes
 - b. Create Multi Institution Awards – This action will allow you to work on creating a Multi Institution Award
 - c. Negotiations Complete – this is the option you select when you are finished negotiating
 - d. View Application Details – This action allows for you to view the details of the submitted application
 - e. Withdraw – this is the option you would select if the applicant informed you they no longer wish to be considered for the grant.



Warning! You cannot reverse the action of Withdrawing an application. Only do this if you are SURE the applicant no longer wishes to be considered for an award.

3. Click **Submit**

Application

Id: 103737
 Creator: Solomon King
 Status: Application Conduct Negotiations Not Started
 Last Edited User: Charles Peterson
 Create Date: 04/26/2005
 Status Date: 05/05/2005

Action:

Comment:
 Conduct Negotiations
 Create Multi Institution Awards
 Negotiations Complete
 View Application Details
 Withdraw

[View previous workflow history and comments >>](#)

RFA Header Information

Document ID:	103373	CFDA Number:	11.438
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NMES-SERO-2005-100280	Assigned Program Office:	SOUTH EAST REGIONAL OFFICE - N

Conducting Negotiations (Screen shots displayed during this section will represent pieces of the screen – the overall screen is too large to put on one page of the manual) If you do not see the same picture, you will have to scroll down on your page.

1. Enter a Proposal Number – this is an optional field. This field will be very useful in identifying individual proposals – and is especially helpful when receiving many submittals.
2. Award Number (you must select one – see following pages for further detail):
 - a. You will want to either Generate a New Award Number (by clicking the checkbox) OR
 - b. Associate Award Number – use this if the application is for a continuation (see below and page 33 for more details)

Negotiate Application

0

Use format MM/DD/YYYY for date fields.

Proposal Number:

Award Number :

Generate New Award Number : ☐

Associate Award Number

SO Approved Federal Funding :

Application Submission Type and Date Information

Submission Type : <input checked="" type="radio"/> Application <input type="radio"/> Pre-Application	Application Type : <input type="radio"/> Construction <input checked="" type="radio"/> Non-Construction	
Project Start Date * <input type="text" value="08/01/2005"/>	Project End Date * <input type="text" value="07/31/2006"/>	Total Funding * <input type="text" value="200,000.00"/>
Submitted Date * <input type="text" value="04/20/2005"/>	State Received Date : <input type="text"/>	Federal Agency Received Date : <input type="text"/>
Applicant Identifier : <input type="text"/>	State Application Identifier : <input type="text"/>	Federal Identifier : <input type="text"/>

Conducting Negotiations (Associate Award Number)

1. Click on the **Associate Award Number** button
2. Type in the Award Number
3. Click **Search**

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Charles Peterson [Log Off](#)

Search Award :

Award Number :

Search **Cancel**

Search Results

Nothing found to display.

Conducting Negotiations (Associate Award Number)

4. Search results will display
5. Click the **Select** link next to the award you would like to associate this application to.

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Charles Peterson [Log Off](#)

Search Award :

Award Number :

[Search](#) [Cancel](#)

Search Results

One item found.1

Award Id	Award Number	Status	Action
100036	NA05NMF4051002	Accepted	Select

6. Associated Award Number Displays

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Charles Peterson [Log Off](#)

RFA Header Information

Document ID:	103373	CFDA Number:	11.438
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NMFS-SERO-2005-100280	Assigned Program Office:	SOUTH EAST REGIONAL
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Solomon King
RFA Name:	FPO Manual 2005	Noncompetitive RFA Type:	Congressionally Directed
Fiscal Year:	2005		

Negotiate Application

0

Use format MM/DD/YYYY for date fields.

Proposal Number:

Award Number :

Generate New Award Number : ☐

[Associate Award Number](#)

Conducting Negotiations (Generate New Award Number)

1. To create a new award number click the checkbox next to Generate New Award Number
2. Once we finish negotiating, and click Save (at the bottom of the page) this new award number will generate.

The screenshot displays the NOAA Grants Online interface. At the top, a navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A welcome message reads "Welcome to Grants Online Charles Peterson" with a "Log Off" button. On the left, a sidebar menu lists Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is divided into two sections. The "RFA Header Information" section contains a table with the following data:

Document ID:	103373	CFDA Number:	
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NMFS-SERO-2005-100280	Assigned Program Office:	
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	
RFA Name:	FPO Manual 2005	Noncompetitive RFA Type:	
Fiscal Year:	2005		

Below this is the "Negotiate Application" section, which includes a "Use format MM/DD/YYYY for date fields." instruction. It features a "Proposal Number:" field with the value "FPO - 1". Under the "Award Number:" heading, there is a "Generate New Award Number:" checkbox that is checked. At the bottom of this section is a blue button labeled "Associate Award Number".

Conducting Negotiations (Application Submission Type and Date Information)

1. Check the project start and end dates to make sure the information is accurate
2. Update the Total Funding amount if necessary. Note, whatever you enter as the total funding is the amount that GMD is going to review for approval. If this amount changed since the applicant's initial submittal, the FPO must make that change now.

Negotiate Application			
0			
Use format MM/DD/YYYY for date fields.			
Proposal Number:	<input type="text" value="FPO - 1"/>		
Award Number :			
Generate New Award Number :	<input checked="" type="checkbox"/>		
<input type="button" value="Associate Award Number"/>			
SO Approved Federal Funding :			
Application Submission Type and Date Information			
Submission Type :	<input checked="" type="radio"/> Application <input type="radio"/> Pre-Application	Application Type :	<input type="radio"/> Construction <input checked="" type="radio"/> Non-Construction
Project Start Date *	<input type="text" value="08/01/2005"/>	Project End Date *	<input type="text" value="07/31/2006"/>
Total Funding *	<input type="text" value="200,000.00"/>		
Submitted Date *	<input type="text" value="04/20/2005"/>	State Received Date :	<input type="text"/>
Federal Agency Received Date :	<input type="text"/>		
Applicant Identifier :	<input type="text"/>	State Application Identifier :	<input type="text"/>
Federal Identifier :	<input type="text"/>		

Conducting Negotiations (Applicant Information)

1. Click on the button to associate an organization to this proposal

Applicant Information			
Legal Name *	<input type="text" value="University of Maryland"/>		<input type="button" value="Org Lookup"/>
Please Associate an Organization within NOAA Grants Online using the Org Lookup button.			
Department Name :	<input type="text"/>		
Division Name :	<input type="text"/>		
Duns Number *	<input type="text" value="123456789"/>	EIN Number *	<input type="text" value="12-1234567"/>
(9 or 13 digit number)		(xx-xxxxxxx)	
Street :	<input type="text" value="123 Main Street"/>		
City :	<input type="text" value="College Park"/>	County :	<input type="text"/>
State *	<input type="text" value="Maryland"/>	Country :	<input type="text" value="USA"/>
Zip :	<input type="text" value="12345"/>		

Conducting Negotiations (Applicant Information)

1. Select Organization screen displays
2. Enter Search Criteria (select one or more from the list below)
 - a. Organization Name
 - b. Address – City
 - c. Address – State
 - d. DUNS Number
 - e. EIN Number
3. Click **Search**

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A welcome message for Charles Peterson is displayed. On the left, a sidebar lists various tasks like Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'Select Organization' and prompts the user to enter search criteria. The criteria fields are: Organization Name (University of Maryland), Address-City (empty), Address-State (Please select a state), DUNS Number (empty), and EIN Number (empty). Below these fields are 'Cancel' and 'Search' buttons, with the 'Search' button highlighted by a red rectangle. A link to 'Add a new organization >>' is at the bottom.

4. Click the **Select** button next to the organization you wish to select

This screenshot shows the same 'Select Organization' screen, but now it displays search results. The search criteria remain the same. Below the search fields, it says 'One item found. 1'. A table lists the results with columns for 'Select', 'Name', 'Address', 'DUNS', and 'EIN'. The first row shows 'University of Maryland' with the address '123 Main Street, MARYLAND PARK, MD 20743 USA'. The 'Select' button in the first column of this row is highlighted with a red rectangle.

Select	Name	Address	DUNS	EIN
Select	University of Maryland	123 Main Street, MARYLAND PARK, MD 20743 USA		

Conducting Negotiations (Applicant Information)

5. Organization information displays

Applicant Information			
Legal Name *	University of Maryland		Org Lookup
This Applicant is now associated with a NOAA Grants Online Organization.			
Department Name :			
Division Name :			
Duns Number * (9 or 13 digit number)	123456789	EIN Number * (xx-xxxxxxx)	12-1234567
Street : 123 Main Street			
City :	MARYLAND PARK	County :	
State *	Maryland	Country :	USA
		Zip :	20743



Note: You can edit the information that was populated. Also, check to make sure the DUNS number is a 9 digit number, and if not, add leading zero's (0) to the number. Also check to make sure there is a – in the EIN number.

6. Select an Authorized Official for the recipient organization
7. Click the [Authorized Official Lookup](#) button

Applicant Information			
Legal Name *	University of Maryland		Org Lookup
This Applicant is now associated with a NOAA Grants Online Organization.			
Department Name :			
Division Name :			
Duns Number * (9 or 13 digit number)	123456789	EIN Number * (xx-xxxxxxx)	12-1234567
Street : 123 Main Street			
City :	MARYLAND PARK	County :	
State *	Maryland	Country :	USA
		Zip :	20743
Name and Telephone number of person to be contacted on application matters			
Prefix :	Ms.	First Name :	Jane
		Middle Name :	L.
Suffix :	None	Last Name :	Smith
		Email :	jane.smith@umd.edu
	Fax Number :	Phone Number :	301-555-5555
Please Associate an Authorized Official within NOAA Grants Online for the Organization mentioned above using the Authorized Official Lookup button			
Authorized Official Lookup			

Conducting Negotiations (Applicant Information)

8. Available Authorized Officials for this organization display
9. Click the **Select** link next to the person you wish to identify as the Authorized Official for the organization

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Charles Peterson Log Off

Recipient Search

Last Name : First Name :

Search Cancel

Search Results One item found. 1

Last Name	First Name	Email	Address	Phone	Action
Smith	John	john.smith@umd.edu	123 Main Street, MARYLAND PARK, MD-20743	301-555-5555	Select

10. The Authorized Official is now associated to the application

Applicant Information

Legal Name * University of Maryland Org Lookup

This Applicant is now associated with a NOAA Grants Online Organization.

Department Name :

Division Name :

Duns Number * (9 or 13 digit number) 123465789 EIN Number * (xx-xxxxxxx) 12-1234567

Street : 123 Main Street

City : MARYLAND PARK County :

State * Maryland Country : USA Zip : 20743

Name and Telephone number of person to be contacted on application matters

Prefix : Mr. First Name : John Middle Name :

Suffix : None Last Name : Smith Email : john.smith@umd.edu

Fax Number : Phone Number : 301-555-5555

This Applicant is now associated with a NOAA Grants Online Authorized Official.

Authorized Official Lookup

Conducting Negotiations (Additional Information)

11. Look over the rest of the information on the screen and check it for accuracy.
 - a. If this is a multi-year award, make sure the years are broken down under the *Application Funding Details* section
12. Click **Save** to capture the information (if you get a message in **red** at the top of the screen, be sure to make the necessary changes and click Save again – red messages indicate that your work is not being saved, that the system is looking for additional data)
13. Click the **Attach Files** link to upload any additional documents – revised forms, reviewer comments, etc.
14. Click **Save and Return to Main** to go back to your task (refer to page 16 for a description of remaining buttons at the bottom of the page)

CFDA Number * 11.405 - ANADROMOUS FISH CONSERVATION ACT PROGRAM

Name of Federal Agency : NOAA

Applicant Congressional District : Project Congressional District :

Grant Type : ☐ Grant ☐ Cooperative Agreement

Is the Applicant Delinquent on any Federal Debt ? ☐ Yes ☐ No

Is Application Subject to Review by State Executive Order 12372 Process ? ☐ Yes Date : ☐ No ☐ Program has not been selected by state for review

Authorized Representative

Prefix : Dr. First Name : Pat Middle Name : J.

Suffix : None Last Name : Brown Title :

Phone Number : 301-555-5555

Application Funding Details :*

Fiscal Year	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action
2005	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	Edit Delete
2006	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	Edit Delete

[Add New](#)

Complete Application Checklist **Attach Files** **Save** **Save and Return to Main** Cancel



Note: Once you click Save, a new Award Number is generated (that is, if you selected to generate a new award number)

Conducting Negotiations (Final Steps)

1. Once you are sure the negotiations are complete (that you've generated an award number, entered the appropriate funding, attached relevant documents, etc), you can continue on
2. Select **Negotiations Complete**
3. Click **Submit**



Warning!

Once you select Negotiations Complete, and click Submit, Workflow is initiated. You will now receive three (3) new Tasks in your inbox: PO Checklist, NEPA and Procurement Request and Commitment of Funds.



Note: The new award number is displayed by the Application header title

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The user is logged in as Charles Peterson. The main content area displays the Application details for NA05NMF4051179. The application is in progress, and the 'Submit' button is highlighted with a red box. A red arrow points from the 'Note' text to the application header.

Application NA05NMF4051179

Id: 103737
Creator: Solomon King
Status: Application Conduct Negotiations In Progress
Last Edited User: Charles Peterson
Create Date: 04/26/2005
Status Date: 05/09/2005

Action: Please select an action **Submit**

Comment: Conduct Negotiations
Create Multi Institution Awards
Negotiations Complete
View Application Details
Withdraw

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

PO Checklist

Once the PO Checklist is complete, a task is immediately sent to your inbox to Certify Revise the Award file. This award file is the repository for the PO Checklist, the NEPA Document and the Procurement Request and Commitment of Funds (CD435). In order to complete the PO Checklist, you will provide information on the following topics

- General Award Information
- Basis of Selection
- Matching Requirements

Completing the PO Checklist

1. **View** the Complete PO checklist task in your task inbox

Inbox Tasks

Document Type Status
All Open **Apply Filter >>**

307 items found, displaying 1 to 10. [First] [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next] [Last]

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Award Number
View	59311	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	103777		NA05NMF4051179
View	59308	NEPA Document	Not Started	NEPA	103779		NA05NMF4051179
View	59306	Complete PO Checklist	In Progress	PO-Checklist	103778	05/09/2005	NA05NMF4051179
View	50105	Review Award Action Request	Not Started	Award Action Request	101594		NA05NMF4331085
View	49746	Notify Recipients	In Progress	RFA	103750	04/28/2005	N/A

Completing the PO Checklist

2. Select Complete PO Checklist
3. Click **Submit**

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs: Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a welcome message: "Welcome to Grants Online Charles Peterson" and a "Log Off" button. On the left side, there is a sidebar with a tree view containing: Advisories, Notifications, Archive, Tasks (selected), Send Message, and Manage Workflow Tasks. The main content area is titled "PO Checklist - NA05NMF4051179". It displays the following information: Id: 103778, Creator: SYSTEM ACCOUNT, Create Date: 05/09/2005, Status: PO Checklist Complete PO Checklist In Progress, Status Date: 05/09/2005, and Last Edited User: SYSTEM ACCOUNT. Below this information, there is an "Action:" section with a dropdown menu showing "Please select an action" and a "Submit" button. A "Comment:" section has a text area with a dropdown menu showing "Please select an action" and a "Spell Check" button. At the bottom, there is a "Save Comment" button and a link: "View previous workflow history and comments >>".

PO Checklist - NA05NMF4051179

Id: 103778
Creator: SYSTEM ACCOUNT
Create Date: 05/09/2005
Status: PO Checklist Complete PO Checklist In Progress
Status Date: 05/09/2005
Last Edited User: SYSTEM ACCOUNT

Action: Please select an action **Submit**

Comment: Please select an action
Certify PO Checklist
Complete PO Checklist

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

Completing the PO Checklist

4. *PO Checklist* screen appears
5. Select appropriate radial button under General Award Information
6. Enter Statutory Authority
7. Select Basis of Selection
8. Select Performance Progress Reports Frequency
9. Select Final Report
 - a. Comprehensive – this means the last report will be a comprehensive report on the award
 - b. Final Report – this means the last report will include information from the final reporting period

PO Checklist**General Award Information**

NOAA Award Number: NA05NMF4051179

Application Organization: University of Maryland State: MD

☒ Grant ☐ Cooperative Agreement If Cooperative Agreement, enter [Special Award Condition](#)
[Guidance](#)Statutory Authority [Guidance](#)[Project Description/Abstract](#)**Basis of Selection** [Guidance](#)

- ☐ Competitive
☒ Non-Competitive
☐ Congressionally Directed (Soft Earmark)
☐ Institutional (designated by Grants Office)
☐ Formula/Allotment
☐ Congressionally Mandated (Hard Earmark)

Performance Progress Reports**Frequency**

- ☒ Semi-Annually
☐ Annually (for multi-year/institutional)
☐ Quarterly

Final Report

- ☒ Comprehensive
☐ Last Report

Completing the PO Checklist

10. Review Conflict of Interest/Post Employment Restrictions
11. Matching Requirements (see below for description)
 - a. Click **Add New**

Conflict of Interest/Post Employment Restrictions [Guidance](#)

Is there a former DOC employee working for the applicant who represented or will represent the applicant before DOC or another Federal agency regarding this application and/or subsequent award or who has been involved in the merit review and/or selection process?

☒ NO ☐ YES

If YES, [Attach Files](#)

Matching Requirements: [Guidance](#)

No Matching Requirements have been defined

[Add New](#)

Analysis of Matching Requirements

Negotiated Federal Share:	\$200,000.00
Total Federal Share (from Matching Requirements):	\$0.00
Negotiated Non-Federal Share:	\$0.00
Total Required Non-Federal Share:	\$0.00
Voluntary Non-Federal Share:	\$0.00

The term Matching Requirements, as it is used on this screen does NOT relate to the recipient providing a match. What the system is looking for is that you as the FPO "match" the Negotiated Federal Share to the Total Federal Share (from Matching Requirements)

Minority Serving Institution

Does this award include any subaward to a Minority Serving Institution? MSI Coordinator:

☒ NO ☐ YES

Completing the PO Checklist

12. PO Checklist Matching Requirement screen appears
13. Enter Federal Share Amount [you do not need commas (,) or decimal points(.)]
14. Enter Required Cost Share
15. Provide a brief explanation
16. Select appropriate Radial button
17. Click **Save**

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Charles Peterson [Log Off](#)

Application Header Information

CFDA Number:	11.405	RFA Document ID:	103373
Program Office:	SOUTH EAST REGIONAL OFFICE - NMFS	RFA Document Title:	FPO Manual 2005
Application ID:	103737	Project Title:	Maryland Area Monitoring and Assessment
Applicant:	University of Maryland	Fiscal Year:	2005
Award Number:	NA05NMF4051179		

PO Checklist Matching Requirement

Federal Share Amount

Required Cost Share

Cost Share Explanation

☒ Statutory ☐ Competitive Announcement ☐ Source or Explanation of 0% Required Cost Share

[Save](#) [Cancel](#)

18. Funding amounts now match

Matching Requirements: [Guidance](#)

a. Federal Share Amount	b. Required Non-Federal Share Amount	c. Required Cost Share % of Total (Federal + Non Fed)	d. Funding Source / Required Cost Share Explanation	Action
\$200,000.00	\$0.00	0	Statutory: No cost share	Edit Delete

[Add New](#)

Analysis of Matching Requirements

Negotiated Federal Share:	\$200,000.00
Total Federal Share (from Matching Requirements):	\$200,000.00
Negotiated Non-Federal Share:	\$0.00
Total Required Non-Federal Share:	\$0.00
Voluntary Non-Federal Share:	\$0.00

Completing the PO Checklist

19. Finish reviewing the information on the checklist
20. Indicate a Special Award Condition when necessary
21. Attach Files when necessary
22. Click **Save** to capture the information on the page and stay on the page OR click **Save and Return to Main** to capture the information and go back to your task

Waiver of administrative and cost-related prior approval requirements [Guidance](#)
Does the proposed award support research?
☐ NO ☐ YES (include Special Award Condition) [Special Award Condition](#)

☐ Initiate a one-time extension of the expiration date of the award of up to 12 months
☐ Incur pre-award costs 90 calendar days prior to award
☐ Carry forward unobligated balances to subsequent funding periods
☐ Absence for more than 3 months or a 25% reduction in time devoted to the project by the approved project director or principal investigator
☐ Inclusion of costs that require prior approval in accordance with the applicable cost principals
☐ Transfer of funds allotted for training allowances to other categories of expenses

Project Specific Information [Guidance](#)
Is PROGRAM INCOME anticipated being earned during performance of this project: ☒ NO ☐ YES [Enter Comments](#) [Attach Files](#)
Will a VIDEO be created for public viewing as part of this project? ☒ NO ☐ YES [Enter Comments](#) [Attach Files](#)
Is a SURVEY/QUESTIONNAIRE required by the NOAA Program Office for this project? ☒ NO ☐ YES [Enter Comments](#) [Attach Files](#)
Will DOC/NOAA owned equipment be provided to the recipient to use for this award? ☒ NO ☐ YES [Special Award Condition](#)

Transfer Information [Guidance](#)
Does this award include and Federal funds that were transferred from another Federal agency specifically for this award? ☒ NO ☐ YES [Enter Comments](#) [Attach File](#)
If YES, enter transfer documents

Programmatic Special Award Condition
Is this award a Cooperative Agreement; are annual performance reporting requirements needed; is federally-owned equipment being furnished to the recipient; are there any NEPA mitigating factors, Post Award NEPA reviews, or any other programmatic restrictions that need to be place on the award?
[Special Award Condition](#)

Additional Information
[Enter Additional Comments](#) [Attach Files](#)

Save **Save and Return to Main** **Cancel**

Completing the PO Checklist

23. Select Certify PO Checklist
24. Click **Submit**

PO Checklist - NA05NMF4051179

Id: 103778
 Creator: SYSTEM ACCOUNT
 Status: PO Checklist Complete PO Checklist In Progress
 Last Edited User: SYSTEM ACCOUNT
 Create Date: 05/09/2005
 Status Date: 05/09/2005

Action: **Submit**

Comment:

[View previous workflow history and comments >>](#)

25. Once you click Submit, the system brings you back to your task inbox. There you can see the task to Certify/Revise Award File has been generated.

Inbox Tasks

Document Type: Status:

307 items found, displaying 1 to 10 [First/Prev 1, 2, 3, 4, 5, 6, 7, 8 Next/Last]

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date
View	59400	Certify/Revise Award File	Not Started	Award File	103776	
View	59311	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	103777	
View	59308	NEPA Document	Not Started	NEPA	103779	
View	50105	Review Award Action Request	Not Started	Award Action Request	101594	
View	49746	Notify Recipients	In Progress	RFA	103750	04/28/2005

NEPA Document

The NEPA document allows for you to attach the NEPA memo that was created for your organization.

Completing the NEPA Document

1. Select **View** next to the NEPA Document task

Welcome to Grants Online Charles Peterson

Inbox Tasks

Document Type: All Status: Open Apply Filter >>

307 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date
View	59400	Certify/Revise Award File	Not Started	Award File	103776	
View	59311	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	103777	
View	59308	NEPA Document	Not Started	NEPA	103779	
View	50105	Review Award Action Request	Not Started	Award Action Request	101594	
View	49746	Notify Recipients	In Progress	RFA	103750	04/28/2005

2. Task screen appears
3. Select Complete NEPA Document from action dropdown
4. Click **Submit**

Welcome to Grants Online Charles Peterson

NEPA - NA05NMF4051179

Id: 103779
 Creator: SYSTEM ACCOUNT Create Date: 05/09/2005
 Status: NEPA NEPA Document Not Started Status Date: 05/09/2005
 Last Edited User: SYSTEM ACCOUNT

Action: Please select an action Submit

Comment: Complete NEPA Document
 Forward NEPA Document

Spell Check

Save Comment

View previous workflow history and comments >>

Completing the NEPA Document

5. Select Level of Review (most likely Categorical Exclusion)
6. Click link to Attach Files and upload the NEPA memo
7. Review Mitigating Measures
8. Review Post Award Review Process
9. Click **Save** to capture changes and remain on the screen OR click **Save and Return to Main** to continue working on the task

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A welcome message for Charles Peterson is displayed. The left sidebar contains a menu with Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'Application Header Information' and displays the following details:

CFDA Number:	11.405	RFA Document ID:	103373
Program Office:	SOUTH EAST REGIONAL OFFICE - NMFS	RFA Document Title:	FPO Manual 2005
Application ID:	103737	Project Title:	Maryland Area Monitoring and Assessment Program
Applicant:	University of Maryland	Fiscal Year:	2005
Award Number:	NA05NMF4051179		

Below the header information is the 'NEPA Environmental Review Requirements' section. It includes a link to 'Level of Review' and a text box for indicating the level of environmental review. Three radio button options are provided:

- ☒ Categorical Exclusion (CE) Memorandum completed and signed by the Responsible Program Manager along with related CE review checklist, as appropriate
- ☐ Environmental Assessment (EA) with signed Finding of No Significant Impact and concurrence by NOAA NEPA Coordinator
- ☐ Environmental Impact Statement (EIS) with signed Record of Decision (ROD)

There is a link to 'Attach Files'.

Section 'b.) Mitigating Measures' includes a question: 'If either an EA or EIS was completed, did the analysis of the environmental impacts require the implementation of one or more mitigation measures?' with radio button options for NO (selected) and YES.

Section 'c.) Post Award NEPA Review Process' includes a question: 'Does the proposal include funding for one or more projects that have not yet been identified and therefore NEPA review cannot be completed?' with radio button options for NO (selected) and YES.

At the bottom, there are three buttons: 'Save', 'Save and Return to Main', and 'Cancel'. The 'Save' and 'Save and Return to Main' buttons are highlighted with a red box.

Completing the NEPA Document

10. Select forward NEPA Document from the action dropdown
11. Enter comments – if needed
12. Click **Submit**



Warning!

Once you select Forward NEPA Document and click Submit, workflow is initiated. The NEPA Official will get a task to review the document.

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs: Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a welcome message: "Welcome to Grants Online Charles Peterson" and a "Log Off" button. On the left side, there is a sidebar with a tree view containing: Advisories, Notifications, Archive, Tasks (selected), Send Message, and Manage Workflow Tasks. The main content area displays details for a NEPA document with ID NA05NMF4051179. The details include: Id: 103779, Creator: SYSTEM ACCOUNT, Create Date: 05/09/2005, Status: NEPA NEPA Document In Progress, Status Date: 05/09/2005, and Last Edited User: SYSTEM ACCOUNT. Below the details, there is an "Action:" label followed by a dropdown menu showing "Forward NEPA Document" and a "Submit" button. Below the action, there is a "Comment:" label followed by a text area containing the text "Please review and approve the NEPA document". Below the text area, there is a "Spell Check" button and a "Save Comment" button. At the bottom, there is a link: "View previous workflow history and comments >>".

NEPA - NA05NMF4051179

Id: 103779
Creator: SYSTEM ACCOUNT
Status: NEPA NEPA Document In Progress
Last Edited User: SYSTEM ACCOUNT

Create Date: 05/09/2005
Status Date: 05/09/2005

Action: Forward NEPA Document **Submit**

Comment: Please review and approve the NEPA document

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

Procurement Request and Commitment of Funds

This document, which you most likely know of as the CD435 allows for you to complete the budgetary information that will later be signed off on by the Budget Officer.

Completing the Procurement Request and Commitment of Funds

1. Select **View** next to the Procurement Request and Commitment of Funds task

306 items found, displaying 1 to 10. [First] [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next] [Last]

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date
View	59400	Certify/Revise Award File	In Progress	Award File	103776	05/09/2005
View	59311	Procurement Request and Commitment of Funds	In Progress	Procurement Request and Commitment of Funds	103777	05/09/2005
View	59308	NEPA Document	In Progress	NEPA	103779	05/09/2005
View	50105	Review Award Action Request	Not Started	Award Action Request	101594	
View	49746	Notify Recipients	In Progress	RFA	103750	04/28/2005

2. Select Complete Procurement Request and Commitment of Funds from the action dropdown
3. Click **Submit**

Procurement Request and Commitment of Funds - NA05NMF4051179

Id: 103777
 Creator: SYSTEM ACCOUNT
 Status: Procurement Request and Commitment of Funds Procurement Request and Commitment of Funds In Progress
 Last Edited User: SYSTEM ACCOUNT

Create Date: 05/09/2005
 Status Date: 05/09/2005

Action: Please select an action
 Please select an action
 Complete Procurement Request and Commitment of Funds

Comment:

Submit

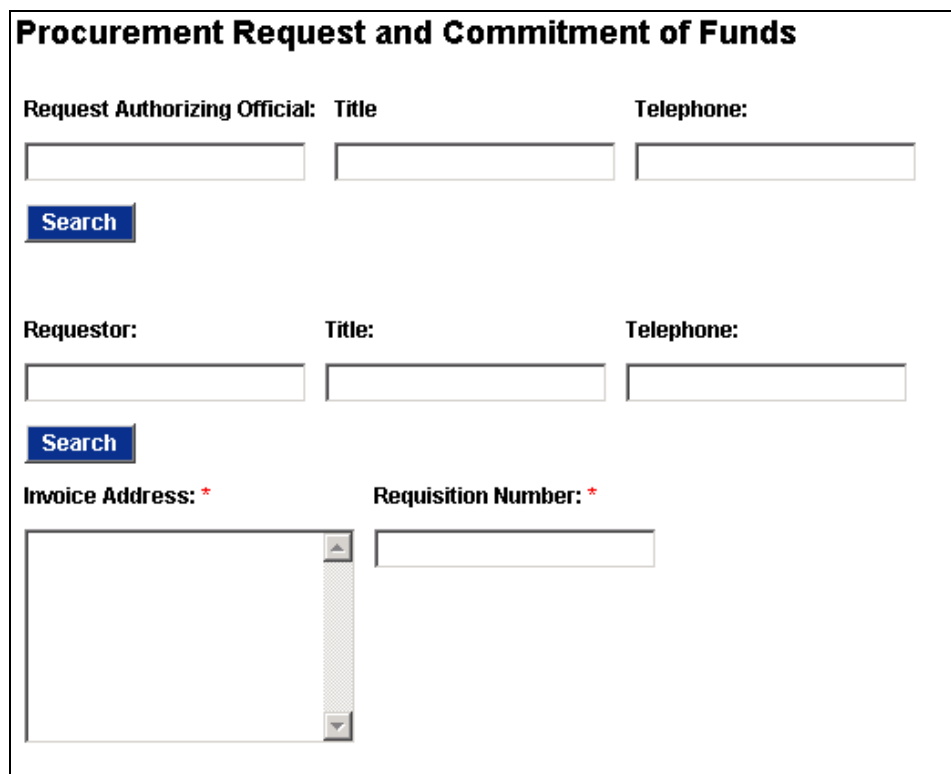
Spell Check

Save Comment

[View previous workflow history and comments >>](#)

Completing the Procurement Request and Commitment of Funds

4. Procurement Request and Commitment of Funds screen appears
5. Click **Search** to select Request Authorizing Official (Budget Officer)



Procurement Request and Commitment of Funds

Request Authorizing Official: Title Telephone:

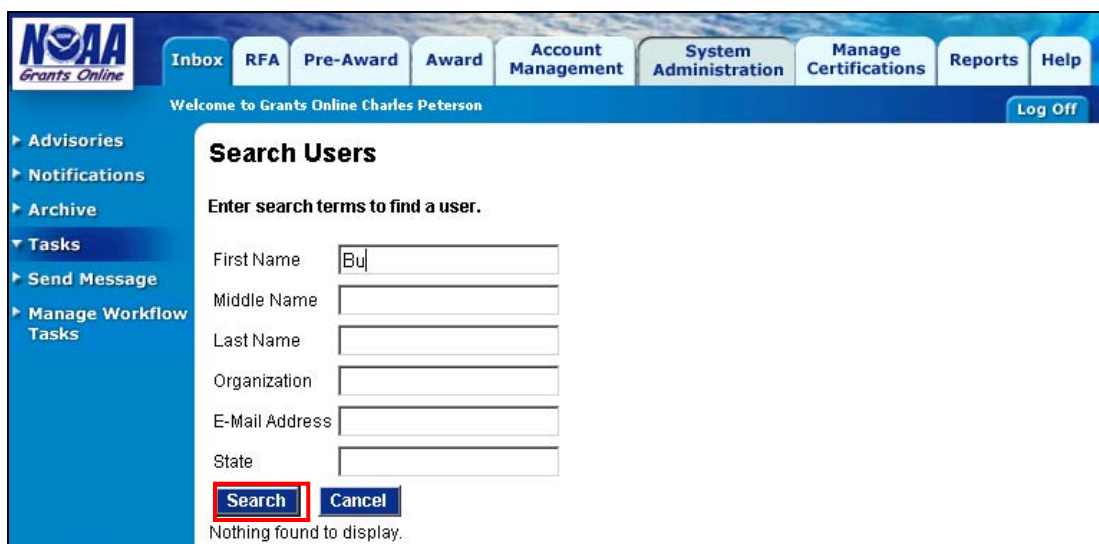
Search

Requestor: Title: Telephone:

Search

Invoice Address: * Requisition Number: *

6. Enter Search Criteria and click **Search**



NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Charles Peterson **Log Off**

Search Users

Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

Search **Cancel**

Nothing found to display.

Completing the Procurement Request and Commitment of Funds

7. Select the person you were searching for by clicking on the **Select** link

Search Users

Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

One item found.1

Action	Name	Organization	Title	Primary Phone	Primary Address
Select	Offenbauer, Bud	SOUTH EAST REGIONAL OFFICE - NMFS		(111)111-1111	1315 East-West Highway, Silver Spring, MD 20910 USA

8. That person's name is now listed on the Procurement Request and Commitment of Funds

Procurement Request and Commitment of Funds

Request Authorizing Official: Title Telephone:

Requestor: Title: Telephone:

Invoice Address: * Requisition Number: *

Completing the Procurement Request and Commitment of Funds

9. Complete steps 5-8 to identify the Requestor

Procurement Request and Commitment of Funds

Request Authorizing Official: Title

Telephone:

Search

Requestor: Title

Telephone:

Search

Invoice Address: *

Requisition Number: *

Requisition number is assigned by the system – you no longer have to use your list of available numbers

Affected Reference Number: To: *

Ship To: *

EIN:

Requisition Contact Person: *

Telephone Number: *

Line Item:	Description: *	Quantity:	Unit Issue:	Federal Share: *
1	<div> <p>CFDA Number: 11.405</p> <p>Project Start Date: 2005-08-01</p> <p>Project End Date: 2006-07-31</p> <p>Grant Type: Grant</p> <p>Project Description: Maryland</p> </div>	1	EACH	\$100,000.00



Note: Once the Budget Officer and Requestor are identified, the other mandatory fields will populate.

Completing the Procurement Request and Commitment of Funds

10. Enter any Clearances/Remarks
11. Click on **Add New ACCS Line** to enter budgetary information

Clearances/Remarks:

No CD435 ACCS Lines have been defined

[Add New ACCS Line](#)

GMD Final Obligation Amount

\$

[Enter Comments](#)

[Budget Officer Comments](#)

[Go To Additional Procurement Request and Commitment of Funds Listing](#)

Please ensure that you visit the listing of additional Procurement Request and Commitment of Funds Listing and complete them by assigning Requestors

12. Enter information into the following fields
 - a. Project Task
 - b. Organization
 - c. Object Class
 - d. Amount
13. Click the **Validate** button to check the funding codes
14. Click the **Save** button once the codes have validated, and the Program Code has populated

Bureau (xx): *

Fund (xx): *

Fiscal Year (yyy): * 2005

Project Task: -

Program Code: - - -

Organization: - - - - - -

Object Class: - - -

Amount: * \$

Completing the Procurement Request and Commitment of Funds

15. Enter as many ACCS codes as needed to sum to the dollar amount that is being dispersed this year
16. Click **Save** to capture the changes and click **Save and Return to Main** to finish the task

Clearances/Remarks:

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Action
14	0	2005	12 - 12 - 1200- 12- 10- 10- 00	00- 00- 00- 000	1234500- 123000	12- 12- 00- 00	\$100,000.00	Edit Delete

[Add New ACCS Line](#)

GMD Final Obligation Amount

\$

[Enter Comments](#)

[Budget Officer Comments](#)

[Go To Additional Procurement Request and Commitment of Funds Listing](#)

~~Please ensure that you visit the listing of additional Procurement Request and Commitment of Funds Listing and complete them by assigning I~~

Completing the Procurement Request and Commitment of Funds

17. Once you are satisfied that the information on the Procurement Request and Commitment of Funds is complete, select Forward Procurement Request to Requestor from the action dropdown
18. Click **Submit**

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Charles Peterson Log Off

Procurement Request and Commitment of Funds - NA05NMF4051179

Id: 103777
Creator: SYSTEM ACCOUNT
Status: Procurement Request and Commitment of Funds Procurement Request and Commitment of Funds In Progress
Last Edited User: SYSTEM ACCOUNT
Create Date: 05/09/2012
Status Date: 05/09/2012

Action: Please select an action **Submit**

Comment: Complete Procurement Request and Commitment of Funds
Forward Procurement Request to Requestor

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

Award File

The PO Checklist, NEPA Document and Procurement Request and Commitment of Funds are all housed as part of the Award File. Once the NEPA Official, Requestor and Budget Officer sign off on their respective actions, you can forward the Award File to GMD. You can check the status of those documents by viewing the task to Certify/Revise the Award File in your inbox

Certify/Revise Award File

1. Click **View** next to the Certify/Revise Award File task

Welcome to Grants Online Charles Peterson [Log Off](#)

Inbox Tasks

Document Type: Status: [Apply Filter >>](#)

305 items found, displaying 1 to 10. [First](#) [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next](#) [Last](#)

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date
View	59400	Certify/Revise Award File	In Progress	Award File	103776	05/09/2009
View	59308	NEPA Document	In Progress	NEPA	103779	05/09/2009

Certify/Revise Award File

2. Once the documents are approved, you can forward the Grants File to the Grants Specialist

Award File In Progress - NA05NMF4051179

Id: 103776
Creator: SYSTEM ACCOUNT
Status: Award File In Progress Certify/Revise Award File In Progress
Last Edited User: SYSTEM ACCOUNT
Create Date: 05/09/2005
Status Date: 05/09/2005

Action: **Submit**

Comment:

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

Pending Actions

4 items found, displaying 1 to 3. [First] [Prev] 1, 2 [Next] [Last]

Type	ID	Start Date	Federal Funding	Fiscal Year	Last Action Status
Procurement Request and Commitment of Funds	103777	05/09/2005	\$100,000.00	2005	Review Procurement Request and Commitment of Funds: Not Started
Procurement Request and Commitment of Funds	103777	05/09/2005	\$100,000.00	2006	Review Procurement Request and Commitment of Funds: Not Started
NEPA	103779	05/09/2005	\$100,000.00	2005	NEPA Document: In Progress

Documents still pending review – wait until they are listed as approved before you forward to GMD

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